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Letter Concerning Problem Areas for Future Study

University of Texas at Tyler

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JUL 16 1975

TYLER STATE COLLEGE

100 E. BERTA

TYLER, TEXAS 75701

VICE PRESIDENT FOR ACADEMIC AFFAIRS

TELEPHONE 214 595-0711

July 15, 1975

*Conferred with Dr. Anthony
on 7-22-75 about this
material.**JHS*

TO: Dr. James H. Stewart, Jr., President

FROM: Donald M. Anthony *DMA*
Vice President for Academic Affairs

SUBJECT: Problem Areas for Further Study

During the past two weeks, I have attempted to identify problem areas which appear to need special study or consideration. No doubt there are other areas which will need study in the future, but those listed below have come to my attention most readily. Some of them have already been stipulated by your office as items for study. Several of these will relate to other offices, but I include them since they have an impact on academic programs. I convey these to you with the request that you offer suggestions as to priorities and procedures for dealing with these.

I will appreciate an opportunity to discuss these with you at your convenience, together with any other problems or issues you may wish to suggest.

1. Administrative Structure and Duties:

- a. Study of administrative structure with development of proposal for up-dated structure by December, 1975.
- b. Study of role and activity of Dean's Council.
- c. Development of policy on formation of new departments.

2. Long Range Planning:

- a. Participation in long range planning process including:
 - (1) Program planning.
 - (2) Identification of measurement devices to serve as guides in program planning and implementation.

- (3) Establishment of institutional priorities to provide general direction.
- b. Projections of resources and limitations that may affect staffing and program implementation.
- 3. Learning Resources Operation:
 - a. Evaluation of media operation with establishment of long range plan for development of this area.
 - b. Study of impact of veto of library funds on the library operation for the next five years.
- 4. Personnel Procedures and Policies:
 - a. Consideration of centralization of personnel operations.
 - b. Review of procedures for advertising for positions and for interviewing and recommending applicants - to increase consistency in the handling of personnel matters.
 - c. Review of implications of affirmative action requirements relative to recruitment of women and minorities.
 - d. Study of procedures in employment of work study students.
- 5. Curriculum:
 - a. Study of curriculum development process with development of proposed changes for submission to the President.
 - b. Development of a policy on course maximums and minimums.
 - c. Long range planning for program development - see 2 a.
 - d. Change in course numbering system.
- 6. Student Life:
 - a. Employment of highly qualified person as Dean of Student Life.

- b. Development of guidelines for use of student service fees.
- c. Design of new priorities for Student Life area.

7. Policy Development:

- a. Analysis of procedures for policy development.
- b. Consideration of policies for the following:
 - (1) Outside employment.
 - (2) Class attendance.
 - (3) Ownership of published materials.
 - (4) Copying of copyrighted materials.
 - (5) Payment of released time for faculty for accrued supervision of internships/independent study/special problems.

8. Faculty Affairs:

- a. Clearer definition of role of Faculty Senate in policy development, etc.
- b. Study of faculty evaluation plan with suggestions for change.
- c. Consideration of professional development plan for faculty.

9. New Campus:

- a. Assignment of office/classroom space on new campus and old campus.
- b. Development of plans for move to new campus.

10. Operation of VPAA Office:

- a. Development of consistent philosophical stance adapted to institutional priorities and program needs.

- b. Study of organization and functioning of VPAA office with development of suggestions to be discussed with President.
- c. Analysis of communication structure of VPAA office with design of new plan to increase effectiveness of contacts with faculty and staff.
- d. Development of evaluation plan for VPAA and Deans.

DMA:ng

11. *Equipment for H. + P E.*